

HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
219 WEST HOFFMAN STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (410) 576-6175

**POSITION VACANCY ANNOUNCEMENT # 21-085**

**OPENING DATE: 21 April 2021 CLOSING DATE: 5 May 2021**

**FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY**

**BRANCH OF SERVICE: ARMY NATIONAL GUARD**

**POSITION TITLE: Operations Officer (01A00)**

**HIGHEST GRADE AUTHORIZED: CPT/O3**

**ORGANIZATION AND LOCATION: 32<sup>nd</sup> Civil Support Team (WMD), 2253 Huber Road, Fort Meade, Maryland 20755**

**SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.**

**WHO MAY APPLY: OPEN TO ON-BOARD AGR OFFICERS WHO HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR AND TRADITIONAL OFFICERS OF THE MARYLAND NATIONAL GUARD ONLY.**

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATIONS:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none"><li>1. Must be in a Ready Reserve status.</li><li>2. Must not be under current suspension of favorable personnel actions.</li><li>3. Must not be entitled to receive Federal military retired or retainer pay.</li><li>4. Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of active service and before MRD.</li><li>5. Personnel applying for an initial tour with fifteen (15) or more years of active military duty credited toward retirement must have a waiver from the National Guard Bureau (NGB-ARM) prior to placement on tour.</li><li>6. Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to re-enter the program.</li></ol>	<ol style="list-style-type: none"><li>1. Must possess the qualifications prescribed in Table 2-1 and not be disqualified under Tables 2-2 or 2-3 IAW AR 135-18.</li><li>2. Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry.</li><li>3. Must not be pregnant per AR 40-501 and AR 600-110.</li><li>4. Must meet the body composition standards prescribed in AR 600-9.</li><li>5. Must meet the medical fitness standards for retention per AR 40-501, chapter 3; PHA or flight physical must be within 12 months prior to initial entry. Soldiers whose PULHES contains a "3" or "4" must meet the requirements of AR 600-60 prior to initial entry.</li><li>6. Must be able to complete the Military Education requirements commensurate with the military grade.</li></ol>	<ol style="list-style-type: none"><li>1. Must possess the qualifications prescribed in Table 2-4 and not be disqualified under Tables 2-5 or 2-6 IAW AR 135-18.</li><li>2. Must possess MOS of the AGR duty position or become qualified in that AOC within 12 months.</li><li>3. Failure to qualify in AGR duty position MOS within 12 months of assignment will result in mandatory separation from the AGR Program per Chapter 6, NGR 600-5.</li><li>4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide.</li><li>5. <b>Soldiers who have not completed a minimum of 18 months of their initial tour may request a waiver of the 18 months stabilization rule through their current Command to be approved by the Chief of Staff (CoS).</b></li><li>6. <b>Stabilization Rule waiver consists of: Letter from Soldier, Endorsements from Chain of Command (CoC), SF 52 w/Executive Summary from Command, and original application packet.</b></li><li>7. <b>A copy of the complete Stabilization Rule waiver along with a copy of the application must reach HRO prior to closing date of the announcement; originals must reach the CoS office prior to the closing date of the announcement.</b></li></ol>

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**DESCRIPTION OF DUTIES:** Responsible for assuming the duties of the Deputy Commander in their absence. Supervises the Assistant Operations/Weapons Effect Modeling NCO and Training NCO. Responsible for compliance with law, policy and doctrine in the section. Prepares WMD-CST training plans and orders. Prepares and sends required reports. Updates the operations Share-point pages and operational calendars. Prepares NGB 500s for all missions. Liaisons with JFHQ and Federal, State & local agencies as required. Meets with designated civilian government agencies and/or senior military leaders to discuss WMD-CST capabilities and/or plan WMD-CST participation in state/local WMD training exercises, missions or responses. Serves as a WMD-CST liaison/point of contact with emergency response agencies. Coordinates with designated law enforcement agencies and serves as the point of contact for all law enforcement issues. Knowledgeable of the Incident Command System (ICS) employed at the local/state level & procedures for crime scene/evidence preservation at a WMD incidents. Integrates current intelligence estimates into WMD CST force protection requirements and ensures the WMD CST has sufficient force protection to accomplish their mission. Incorporates force protection plans into WMD CST operations orders. Develops the WMD CST cold, warm & hot zone operations safety plan. Serves as the WMD-CST Safety Leader when WMD CST personnel are conducting operations in a "hot zone" or "contaminated area". Serves as the WMD CST Air Movement Officer coordinating air support for deployment/redeployment & on-scene air support for the unit. Serves as the unit's Air Loan Planner, Operational Security, Non-DoD Persons Information, and JLLIS Lessons Learned Manager. Performs other duties as required.

**QUALIFICATIONS REQUIRED:** **MOS IMMATERIAL.** Applicants must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit. Applicant must possess a baccalaureate or advanced degree. Must meet standards of AR 135-100 and AR 135-101. Must not have any flagging actions that would prevent them from applying. Applicant must be able to complete the Military Educational requirements commensurate with their military grade.

**IAW CNGBI 3501.00**, members must meet special prerequisites when hired as followed: Once hired, member must complete an OSHA physical examination & maintain the minimum medical standards noted throughout their duty assignment. Member must undergo periodic drug testing while assigned. Meet qualification for their duty position within 12 months of their assignment to the unit as defined by the NGB ITRM. Uphold the highest standards of conduct & personal appearance. Ensure that outside associations and off-duty conduct/activities are consistent with federal directives on ethics & with state/federal conflict of interest policies. Member must be able to hold a Government Travel Card. Member must agree to a 36 month stabilized tour that begins the day of graduation from CSSC. Must have/maintain "Secret" clearance & consent to periodic law enforcement background checks.

#### SPECIAL INFORMATION

1. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
2. Existing MDANG promotion policies apply.
3. May be authorized PCS IAW the JFTR.
4. Appropriate military uniform will be worn during duty hours.
5. Initial tours are stabilized. Candidates will incur a 36-month Stabilized Tour Agreement that begins after completion of the Eight-week Civil Support Skills Course.
6. Applicant must currently have SECRET clearance or be able to obtain a SECRET security clearance.
7. Must be able to meet the WMD-CST conditions of assignment (see attached)
8. Applicants must be able to wear OSHA "Level A" PPE: a fully encapsulated suit with self-contained breathing apparatus (SCBA) for up to 4 hours per day.
9. Position often requires short notice and frequent temporary duty, team members are on call for emergency CBRN response 24/7, 365 days per year unless on leave or TDY. Must have a valid Family Support Plan if required.
10. Applicants must pass a comprehensive WMD-CST/OSHA physical, participate in the team medical surveillance program and receive mandatory CRE vaccinations to include Anthrax and Smallpox.
11. IAW CNGBM 3501.00 NGR J-39, all personnel with a history of Physical Profile capacity of P-3 or higher IAW AR 40-501 are ineligible.
12. Following initial medical screening the applicant must have an AR 40-501. Chapter 3 Accession Standards physical examination incorporating forms, laboratory tests, and screening tests identified in IAW AFI 48-123. This physical examination must also satisfy the requirements in Code of Federal Regulations (CFR) 1910.120(f). The ability to do and perform physical tasks in PPE is a requirement for all team members. WMD-CST candidates will be screened IAW DA PAM 40-8 and given Pulmonary Function Tests (PFT) prior to accession. These tests will be monitored and results evaluated by the unit HCP.
13. Candidates who do not meet the minimum physical requirements or have medical/psychological conditions that would preclude service on the WMD-CST may not be considered for placement on the WMD-CST.
14. The WMD-CST Commander will review the results with the HCP and will determine eligibility for placement.

**APPLICATION PROCEDURES / REQUIRED DOCUMENTS**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**  
**APPLICATIONS WILL NOT BE RETURNED!**

**SUBMIT APPLICATION IN ORDER LISTED BELOW**

- ☐ **NGB Form 34-1, DATED 20131111** completed, signed, dated and annotated job number
- ☐ **PQR Updated** Personnel Qualification Record
- ☐ Current copy of Officer Record Brief (**ORB**)
- ☐ **MEDPROS Report** of current Periodic Health Assessment (**PHA**) within **12 months** and HIV Test within **24 months**
- ☐ **DA Form 3349** must be submitted for Soldiers with Permanent Profiles
- ☐ **Height/Weight Standards- Current** IAW AR 600-9; and provide Tape Test **DA Form 5500 (Males), DA Form 5501 (Females)**. (HT/WT is only valid for 6 months)
- ☐ **APFT DA Form 705**, Current Army Physical Fitness retention standards IAW AR 40-501; **not more than 6 months.**
- ☐ **OERs THREE latest.** (Gaps in rating periods **MUST** be explained in writing.) **Letter of recommendations on individuals not requiring an OER.**
- ☐ Unit memo verifying no Flagging Actions.
- ☐ **INITIAL ENTRY ONLY:** (BOTH of the following must be submitted)
  - a) **NGB Form 23B** Retirement Points History Statement
  - b) **DD Form 214s.** Provide all **(Long version copies 2, 4, 7, or 8), DD Form 215 or DD Form 220 (if applicable)**
- ☐ Completed questionnaire below

**Questionnaire:**

**Y/N**

- ☐ Are you currently a Maryland Army National Guard Member? \_\_\_\_\_
- ☐ Are you currently AGR? If so, what State? \_\_\_\_\_
- ☐ Are you currently Technician? If so, what State? \_\_\_\_\_
- ☐ Are you currently deployed? If so, what location? \_\_\_\_\_
- ☐ Are you currently on ADOS? If so, with who? & what is the ending date? \_\_\_\_\_

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**): \_\_\_\_\_

Forward application and attachments via **EMAIL LISTED BELOW**. **DUE TO COVID-19 RESTRICTIONS, WALK-INS AND MAIL-IN APPLICATIONS ARE NOT CURRENTLY BEING ACCEPTED.**

**SUBMIT ONE PDF DOCUMENT ENTITLED 21-085 OPERATIONS OFFICER to: [ng.md.mdarnng.mbx.mdng-hro-agr@mail.mil](mailto:ng.md.mdarnng.mbx.mdng-hro-agr@mail.mil)**

***Applications must be received in the HRO not later than close of business on the closing date!***  
***Applications received after the closing date will not be considered.***